

**Army Pamphlet 55-22
NAVSO P3677
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DLAH 5000.1**

Civilian Travel and Transportation

Temporary Duty Travel

**Headquarters
Departments of the Army, Navy, Air Force,
and the Defense Logistics Agency
Washington, DC
1 January 1992**

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SUMMARY of CHANGE

DA PAM 55-22/NAVSO P3677/AFP 40-23/DLAH 5000.1
Temporary Duty Travel

Not applicable.

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RESERVED

FOREWORD

This pamphlet is for DoD employees who perform temporary duty (TDY) travel under official Government travel orders. This includes travel for these reasons:

- Official assignments for a temporary period away from your official station in connection with Government business.
- Attendance at approved training courses, meetings and conferences.
- Duty as a witness in connection with your official Government position or to participate in security hearings.
- Participation in special civil defense activities authorized under regulations of your department.
- Other officially approved situations as authorized in your agency's regulations.

This pamphlet is for general information. It does not take the place of any regulation. Special situations such as travel of experts and consultants and use of invitational travel orders, are excluded. When more specific information is required, contact your supervisor, Civilian Personnel Office, Transportation Officer, or Fiscal Officer, as appropriate.

Part One of the pamphlet includes "General Information for All TDY Travelers." "Additional Information for Overseas Travelers" follows in Part Two.

Words and Phrases that have a special meaning for the TDY traveler are listed in the "Glossary of Common Travel Terms" contained at the end of the pamphlet.

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Force, and the Defense Logistics
Agency
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History. This publication has been reorganized to make it compatible with the Army electronic publishing database. No content has been changed.

Summary. When you perform official travel for the United States Government, you are reimbursed for allowable travel expenses under governing laws and regulations. Generally, you are reimbursed on a per diem basis; however, under unusual circumstances an actual expense allowance, not to exceed a specific amount, maybe authorized or approved. This pamphlet explains how you are reimbursed for different kinds of expenses.

You are expected to exercise the same care in incurring expenses as a prudent person would if traveling on personal business. When you return to your official

duty station, prepare and submit your travel claim vouchers as quickly as possible. This will provide for prompt settlement of your claim.

The governing regulation for civilian employees of DoD is the Joint Travel Regulations (JTR), Volume 2.

Applicability. This pamphlet is issued for the information and guidance of Department of Defense (DoD) employees. It is not intended as a replacement for the joint Travel Regulations (JTR), Volume 2, which is the official regulation governing

travel and transportation allowances of DoD employees.

Proponent and exception authority. Not applicable.

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Glossary

Part 1

GENERAL INFORMATION FOR ALL TDY TRAVELERS

1-1. Travel Orders

Your travel order is the key to an authorized temporary duty assignment. When you receive your travel order, you can complete your travel plans and arrange for your departure. Read your travel order carefully. It contains entitlements and limitations that are important to you. Your travel order includes —

- a.* Your name, social security number, title, grade or rating.
- b.* Purpose of TDY.
- c.* Date of travel and period of time involved.
- d.* Points of travel (origin and destination)
- e.* Kind of transportation authorized (including limitations, when applicable).
- f.* Authorized mileage allowance for travel by privately owned conveyance (including reimbursement limitations).
- g.* Approved period of leave enroute or at the TDY station.
- h.* Optional authority or instructions concerning: degree of security clearance; excess baggage; travel in and around TDY station; special accommodations for security or other reasons; variations in itinerary; use of special conveyances; required use of Government quarters under certain conditions.
- i.* Authority for travel.

1-2. Getting Ready to Go

The following local administrative matters must be completed before TDY begins:

- a.* Travel orders.
- b.* Advance payments.
- c.* Transportation.

Contact your supervisor for time off during regular work hours which is authorized without charge to annual leave. If you desire annual leave while on TDY, arrange it with your supervisor in advance so authority can be included in your travel orders.

1-3. Advance of Funds

a. Before Performing Travel. When essential to the performance of travel, an advance of travel funds may be made, subject to certain limitations. DoD policy limits travel advances to out of pocket expenses that cannot be charged to a Government contractor issued charge card. Such expenses include: meals, incidental expenses, tips, tolls, parking fees, etc. Under circumstances where a Government contractor issued charge card cannot be used or is not offered, the travel advance shall not exceed 80 percent of the estimated additional cash expenses. Travel advances will be limited to a period not to exceed 30 days.

b. Settlement After Travel is Completed. After completion of your trip, submission of a settlement voucher is required. If you were given an advance, you are required to submit the settlement voucher within 10 working days, or as required by separate service regulations, after completion of your TDY or 30 day travel period. If your advance exceeds the amount you are eligible to receive, you will be required to refund the excess amount. Deduction from future pay is made unless other arrangements are made to settle overpayment. Administrative costs may be assessed if it becomes necessary to resort to offset of pay, and extended recovery times may result in assessment of interest, penalties and additional administrative costs.

1-4. Government Travel Charge Cards

Government contractor charge cards shall be offered to all employees GS-9 and above (and WS/WG equivalents) who travel on official TDY at least twice a year. Such cards may also be issued to employees below the GS-9 level (and WS/WG equivalents) who are required to travel frequently. You may decline to apply for or accept the Government contractor charge card; however, travel advances in such cases will be reduced to levels indicated for cardholders.

1-5. Routing and Cost of Travel

Use of a usually traveled route is required, unless indirect travel for official reasons is approved. Indirect travel for personal reasons is at your expense when there is an additional cost. Transportation officers who issue transportation requests or tickets for your use on common carriers, or arrange travel by Government facilities, determine the route you will use. A usually traveled route also applies when you use your privately owned conveyance.

When travel is authorized by a specific kind of transportation, or reimbursement of expenses is limited, the Government will not allow expense to exceed what it would have had to pay for such transportation by a usually traveled route and by the usual mode of transportation.

1-6. Commercial Transportation

Bus, train, or special conveyance may be used for short distance travel, Aircraft is normally used for long distance travel since it results in the lowest overall cost to the Government. DoD policy requires that the most economical transportation will be used. In regard to travel by commercial aircraft, it is the policy of the Government that employees who use commercial air carriers inside or outside the continental United States for official travel will use coach accommodations. However, business class may be used if coach accommodations are not available for overseas travel and the only alternative is to use a foreign-flag air carrier. Only limited exceptions to this policy will be permitted. Authority for authorizing or approving the use of first-class air accommodations is limited to the Executive Secretary for personnel within OSD and Defense Agencies, the Service Secretaries and the Chairman, Joint Chiefs of Staff, with limited authority to redelegate.

If you are to travel by common carrier, give a copy of your travel order to a Government Transportation Officer. He will issue you the appropriate ticket or a Government Transportation Request (GTR) that you use to exchange for tickets at ticket offices. Premium class accommodations may be authorized or approved by appropriate authority, see your transportation officer for details.

a. Reservations. When it is necessary to cancel reservations for transportation accommodations secured in exchange for a transportation request, the cancellation should be made as soon as it is known that the reservation will not be used. Most carriers require that cancellations be made within specific time limits, otherwise cancellation charges must be paid.

b. Failure to Meet Scheduled Departure. If you miss a train, airplane, or ship, contact the proper agent and find out whether your ticket can be used for transportation at a later date. If your ticket cannot be exchanged, turn it in as soon as possible to the Government Transportation Officer who issued the transportation request. Explain the situation to him and get a receipt for the ticket. Submit the receipt with your travel claim voucher.

c. Lost, Stolen or Destroyed Transportation Requests/Tickets. If your transportation request or tickets are lost, stolen, or destroyed immediately notify representatives of all the common carriers at the locality where the mishap occurred or was discovered and obtain necessary lost ticket application. Tell them the serial number of the GTR and or tickets. Also report your loss to the nearest Government Transportation Officer so that he can help take action to cancel the authorization of the specific request. You must use personal funds to purchase the transportation necessary to complete travel directed by your travel order. Obtain a separate receipt for each ticket purchased for use later in making your claim. If lost tickets are not used you can claim reimbursement for the cost to you for transportation. Reimbursement is limited to the cost to the Government for the usual mode of transportation.

d. Receipt of Gifts, Gratuities or Penalty Payments. You are obligated to account for any gift, gratuity, or benefit received from private sources when performing official travel. This includes promotional materials given to you by airlines, rental car companies, and hotels/motels, for example, bonus flights, reduced fare coupons, cash, merchandise, gifts, and credits toward free or reduced costs of future services or goods. You may retain promotional items of nominal value such as, pens, pencils, calendars, etc. Any penalty paid by an airline for failure to provide confirmed reserved space must be reported on travel claim vouchers; attach any checks or statements from the airline.

1-7. Baggage

The amount of baggage you can take with you depends on the mode of transportation you use. Ticket agents or other carrier representative can advise you how much free baggage is authorized.

Any baggage weight that exceeds the weight carried free on first class service is classified as excess. You pay the cost for any excess baggage, except when it is authorized in a travel order or when written explanation attached to your travel claim voucher is approved.

Attach receipts for authorized excess baggage charges to your travel claim voucher. The receipt should show the weight and points of shipment.

1-8. Privately Owned Conveyance

Your travel order may authorize you to use your privately owned conveyance for official travel.

If it is administratively determined that such use is advantageous to the Government, your travel order includes an appropriate statement. When that determination is made you are reimbursed at the mileage rate stated in your travel order for the official distance. Per diem is paid, and you are in a travel status for the necessary travel time en route.

If no determination of advantage to the Government is made, your reimbursement will be based on the actual travel performed, including mileage and allowable per diem. However, the total amount reimbursed may not exceed the total constructive cost of the mode of common carrier that would have been provided by the transportation officer including constructive per diem for that mode.

Mileage reimbursement is payable only to the person under travel orders whose privately owned conveyance is used. Accompanying employees are not entitled to mileage reimbursement; however, they are entitled to per diem for the constructive travel time by common carrier or the travel time by privately owned conveyance, whichever is the lesser.

1-9. Taxis and Airport Limousines

Officials directing travel may restrict the use of taxicabs when suitable Government owned or leased or common

carrier facilities, including airport limousine service, are available for all or part of the distance to or from terminals.

Unless so restricted, taxis and airport limousines can be used from your duty station (or place of abode) to transportation terminals; to your duty station (or place of abode) from transportation terminals and between transportation terminals. You can claim reimbursement for the usual fare. Tips are reimbursable also in the amount of \$0.15 when the fare is \$1 or less, or 15 percent of the fare when it exceeds \$1. You are expected to use airport limousine service between an airport and airport limousine terminal where such service is available and its use is practical. If you do not use available limousine services when it is practicable to do so, taxi reimbursement will be limited to the cost of taxi service to the nearest limousine terminal plus the limousine cost to the common carrier terminal unless you furnish a statement that the use of such limousine service was impracticable. If you use transportation furnished without charge by a hotel or motel for travel between a common carrier terminal and such hotel or motel, you may be reimbursed for tips given to drivers operating such transportation, but not to exceed \$0.50 for each one-way trip.

1-10. Special Conveyances

The expense incurred when you hire a special conveyance can be reimbursed when it is determined that its use is advantageous to the Government. An adequate justification is required for such use. If you use a special conveyance with another TDY employee, this must be stated in your travel claim voucher. The cost of purchasing "collision damage waiver insurance (CDW)" to provide full coverage collision insurance in connection with renting or leasing an automobile when official travel is outside the continental United States, Alaska, Hawaii, Puerto Rico, and territories and possessions of the United States is reimbursable. Reimbursement for the cost of purchasing CDW insurance when official travel in the rental vehicle is performed wholly within the continental United States, Alaska, Hawaii, Puerto Rico, or the territories and possessions of the United States is prohibited. In selecting a rental car company, first consideration should be given to those companies having rental vehicles available under Military Traffic Management Command MTMC) negotiated agreements. Rates apply to all travel on official Government business and include unlimited mileage, plus full CDW on the rental vehicle. Participating companies are listed in the Federal Travel Directory (FTD), which is published on a monthly basis by the General Services Administration (GSA). For more detailed information consult your local transportation officer. The cost of personal accident insurance is a personal expense and is not reimbursable.

1-11. Per Diem Within CONUS

a. While You Travel or Are Delayed Enroute. A per diem is authorized instead of reimbursement for actual expenses for periods of actual travel and while you are delayed awaiting transportation.

b. At Places of TDY. You will also be authorized a per diem allowance while at the place of your TDY assignment. The per diem covers all charges for meals, including transportation to obtain meals, lodging, fees and tips to waiters, porters, bellboys, hotel maids, and incidental expenses such as laundry, cleaning, and pressing expenses. The amount of per diem you will receive is based on the amount you pay for lodging plus a fixed amount for meals and incidental expenses (MME), not to exceed the total amount prescribed for the locality concerned. You will be required to state on your travel voucher the daily actual cost paid for lodging during the period at the TDY station. Receipts for lodging costs will be required. If you stay with friends or relatives while on TDY, the cost of lodging, for the purpose of computing your per diem, will be zero. In some circumstances, such as when attending certain courses of instruction or when special arrangements have been made in regard to accommodations, you will be authorized a reduced per diem rate.

Per diem is not authorized for periods—

- (1) At your permanent duty station.
- (2) At your home.
- (3) Spent on leave during a TDY assignment.
- (4) When you interrupt travel for personal convenience or travel by an indirect route. (Per diem will be allowed not to exceed that which would have been incurred on uninterrupted travel by a usually traveled route).
- (5) When you are absent from your permanent duty station in an official travel status for less than 10 hours.

c. Travel Under Unusual Circumstances. An actual expense allowance may also be authorized or approved when, because of the unusual nature of the conditions encountered on the assignment, the actual and necessary meal and lodging costs exceed the maximum per diem allowance by \$5.00 per day or more. For travel within CONUS, the maximum actual expenses allowance payable under unusual circumstances is 150 percent of the applicable maximum rate prescribed for the locality concerned. For travel outside CONUS the maximum actual expense allowance payable is 150 percent of the applicable maximum rate prescribed for the locality concerned or \$50 plus the applicable locality per diem rate, whichever is the greater.

1-12. Use of Government Quarters and Other Facilities

An employee may not be required to use Government quarters. However, Section 1589 of Title 10, United States Code, provides that whenever adequate Government quarters are available but not used, the payment of the quarters portion of per diem or actual expense allowance will not be made. There are exceptions, such as (1) when the order-issuing authority, either before or after the travel involved, issues a statement to the effect that use of Government

quarters would adversely affect the performance of the assigned mission, or (2) when prior to travel involved, the order issuing authority, as a result of direct communication with the commanding officer or his designee at the TDY location determine that adequate Government quarters will not be available, or (3) when the commander (or his designated representative) who is responsible for Government quarters at the TDY point or delay point furnishes a statement to the effect that use of Government quarters is impracticable, or (4) when normal duties require travel in excess of 50 percent of an employee's basic administrative work weeks during the current fiscal year. Your statement that you did not use available Government quarters has the same effect as a statement of nonavailability issued by the commander or his designated representative, but only for periods of travel enroute, for TDY or delay of less than 24 hours, and in those cases where a Senior Executive Service (SES) employee or an employee at grade GS-16 or above, including experts and consultants, states that the use of existing Government quarters was not considered to be in the best interest of the Government. Certain facilities owned, operated, or under the jurisdiction of the Department of Defense may be used by travelers under official TDY travel orders. The conditions and limitations relating to the availability and use of these facilities are prescribed by agency and local regulations. While on TDY, you may use occupational health care facilities at the TDY station for emergency sickness and accident treatment. For purposes of the Federal Employees' Compensation Act, you are considered in a duty status at all times when away from your permanent duty station.

1-13. Discounts and Tax Exemptions on Rooms

The General Services Administration (GSA) publishes on a monthly basis the Federal Travel Directory (FTD). This directory contains information on air, bus and rail transportation schedules, automobile rentals, and hotel/motel discounts for Federal employees traveling on official business. The hotel/motel discount rates contained in the FTD were negotiated by GSA and includes all local, state, provincial or national taxes. Also, included in the hotel/motel section of the FTD is a list of those locations where tax exempt certificates are accepted. For detailed information, consult with your local travel office or obtain a copy of the FTD from GSA.

1-14. Important TDY Reminders

- a.* Have your paychecks held, mailed to your home address or bank, or forwarded to your temporary duty address.
- b.* Arrange for someone to take care of your personal affairs during an extended period of absence.
- c.* Inform friends and relatives where and how to reach you in an emergency.
- d.* If you fail to complete your travel mission for personal reasons, you may be required to pay the cost of your transportation and could be denied per diem.

1-15. Unexpected Delay, Illness, or Delay

If you are delayed, become sick, or suffer an injury while on TDY, notify the proper office at your TDY station or your official duty station, as appropriate. Whether you notify your official duty station depends on how far away you are, the seriousness of your delay, illness or injury, and the nature of your mission.

If you become incapacitated during TDY because of illness or injury not induced by misconduct and take leave of absence of any kind, you are entitled to the per diem allowance for which you are otherwise eligible during the period of incapacity and return to your permanent duty station. Normally, the duration of such incapacity for which per diem may be paid will extend only to the period covered by the travel orders, or 14 calendar days (including fractional days), whichever is the shorter period. If you receive free hospitalization (or reimbursement for hospital expenses) under a Federal statute, the per diem allowance will not be paid for the period involved. However, if you are enrolled under one of the health benefit plans, such as the Blue Cross-Blue Shield Organization, etc., you are not precluded from receiving per diem for the period of hospitalization.

If illness or injury occurs when you are near or on a US Government installation, report to the local Federal medical dispensary.

Job connected injuries or illnesses must be reported within 48 hours, unless it is impossible to do so. To ensure coverage under the Federal Employees Compensation Act, send completed compensation forms to your supervisor at your official duty station. Add witness and doctor statements when you can. Compensation forms can be obtained at the personnel office of any Federal installation.

1-16. TDY Records

Keep a detailed daily travel record while on TDY. It should include—

- a.* Place of departure, date and local time (2400 clock).
- b.* Place of arrival, date and local time (2400 clock) and reason for stop.
- c.* Mode of travel used (air, auto, rail, ship, or bus).
- d.* Transportation used (transportation request, Government transportation, common carrier at own expense, privately owned conveyance, special conveyance).
- e.* Daily mileage when driving own vehicle.
- f.* Government quarters used with or without cost. Keep a record of the dates used and amount paid for each day.
- g.* Meals taken in a Government mess.

- h. Cost of taxi trips or other trips by rental conveyances.
- i. All actual expenses incurred when approved in connection with an unusual TDY assignment.
- j. Records and receipts of any amounts paid for lodgings. Keep records and receipts of any amounts paid by you to purchase transportation. Unused tickets and transportation requests and/or refund application(s), or penalty checks paid by airlines for failure to provide confirmed reserved space, must be attached to your travel claim voucher.

1–17. What Can Be Claimed on a Travel Voucher?

As soon as possible after return to your official duty station, complete your travel claim voucher. Get assistance from your supervisor or other appropriate person in your organization. Show on your travel voucher any advance payment you received. Submit your claim for settlement. Attach receipts, when required, and unused tickets or transportation requests. If an airline has paid a penalty for failure to provide confirmed reserved space, attach appropriate records and checks. Any attempt to falsify travel claims may lead to denial of per diem or actual expense allowance for the entire day(s) claimed.

Normal items claimed include—

- a. Per diem, or actual expense allowance.
- b. Usual taxi fares, including tip not in excess of 15 percent of the fare. When amount involved for any one trip exceeds \$25, no reimbursement will be made unless a receipt substantiating the total amount paid is furnished.
- c. Cost of checking or storing baggage. (Receipts are required for costs over \$25.)
- d. Mileage allowance for privately owned conveyance. (Reimbursement may be limited to the constructive cost by the usual mode of transportation.) Ferry and toll fees. (Reimbursable if within limitation stated in your travel order. Receipts required for costs over \$25.)
- e. Excess transportation costs for common carriers when you are required to use higher class of accommodations than authorized on transportation request. (Receipts are required.)

Part 2

ADDITIONAL INFORMATION FOR OVERSEAS TRAVELERS

If you are to travel to, from, or between overseas areas, this Part is of special interest to you. It applies to TDY performed outside CONUS. The general information in Part One applies to all travelers and should be referred to in addition to this Part.

2–1. Travel Orders

Your travel order contains information concerning overseas travel. It may include these items in addition to those listed in Part One.

- a. Passport and visa information.
- b. Immunization requirements.
- c. Port call time and place.
- d. Requirement for air travel (except when medically excused or other means of travel is authorized).

2–2. Getting Ready to Go

You may be excused from duty to arrange for a passport or visas. If required to take a special physical examination or receive immunizations before traveling, you may be excused from duty without charge to leave. Your agency policy governs excused absence for these or other reasons when you prepare for overseas travel.

2–3. Physical Examinations and Immunizations

- a. *Overseas Physical Examinations.* If you are going overseas, you may be required to take a special physical examination. The exam will be at a DoD medical facility and at no cost to you.
- b. *Immunizations.* You must arrange for required immunizations when traveling to, from or between overseas areas. There is no cost to you when this service is provided at a DoD facility.

2–4. Passports and Visas

If you are making a trip outside the United States, one of the first things you must do is to find out if a passport and visas are required. Find out what documents are required and where to go to make your application. You will need passport photos and a birth certificate, or an acceptable substitute, before your passport can be issued. If you expect any delay in obtaining necessary documents, advise your supervisor since your estimated travel date may have to be changed.

Keep your passport and immunization record with you while traveling outside the United States.

2–5. Identity Card Required by Geneva Conventions

You should take steps to ensure, if needed, that you are issued an identity card required by the Geneva Convention. DD Form 489 (Geneva Conventions Identity Card for Civilian Who Accompany the Armed Forces) will be issued in

duplicate to civilian noncombatant personnel who have been authorized to accompany military forces of the United States in regions of war and who are liable to capture and detention by the enemy as prisoners of war. This credential may be issued to such individuals departing the continental limits of the United States to serve elsewhere. Department of Defense Instruction 1000.1 contains instructions and information regarding the issuance of DD Form 489.

2-6. Area Clearance

All temporary duty travel outside of the United States requires appropriate personnel clearances from the US military commander or from the foreign government through the US Embassy/US Defense Attache office (USDAO). You should have an area clearance request submitted at least 30 days prior to your arrival. See separate service regulations for more information.

2-7. Transportation

Air transportation is the primary mode of travel used by civilians traveling on TDY to, from or between overseas areas since it results in the lowest overall cost. If you are unable to travel by air for medical or other reasons, notify the person who directs your travel. When Government or Government procured transportation is not used and travel is authorized by commercial airline, United States air carriers will be used when available. If you fail to use available United States air carriers, reimbursement for the cost of transportation will not be allowed.

2-8. Port Calls

When you arrive at a military port, report to the passenger service counter for assistance. If there is a delay at the port due to poor flying weather or other reasons, you may be allowed to use Government quarters while waiting for transportation. If you are delayed in reaching the embarkation port at the scheduled time, contact the transportation officer of your military service or agency at the port so that your departure can be rescheduled. Be sure to tell him/her the address and telephone extension where you can be reached, how long you expect to be delayed and your new estimated arrival time, if known.

2-9. Per Diem Allowance Outside CONUS

Per diem allowances for overseas TDY duty are based on rates established by the Department of State or by the Department of Defense. While traveling and when Government quarters are used or meals are taken in a Government mess, a reduced rate may apply.

The per diem rates range widely depending on the place of assignment. Find out from your supervisor or the person who directs your travel what per diem rates apply to your travel.

2-10. What Can Be Claimed on a Travel Claim Voucher?

In addition to the items listed in Part One of this pamphlet, you can claim—

- a. Fees in connection with the issuance of your passport and required visas.
- b. Commissions for conversion of currency in foreign countries.
- c. Cost of photographs for your passport and required visas.
- d. Cost of obtaining a certificate of birth, health, or identity.
- e. Charges for immunizations which cannot be obtained free through a Federal dispensary.
- f. Cost of travelers checks purchased by you and foreign exchange fees paid by you for cashing United States.
- g. Government checks or drafts issued for the reimbursement of expenses incurred for foreign travel.

Receipts are required when costs for any of the above items exceed \$25.

Glossary

Section I

Abbreviations

There are no entries in this section.

Section II

Terms

Actual expense allowance

An allowance which reimburses the actual expenses, within limitations, incurred for meals and lodgings incident to official authorized travel.

Baggage

Government property and your personal property necessary for the purpose of official travel.

Common (commercial) carrier

Any firm furnishing commercial transportation as a public service under rates prescribed by lawful authority. This includes railroad, ship, bus, and airplane.

Continental United States

The 48 contiguous states and the District of Columbia.

Government Transportation

Transportation on equipment owned, leased, or chartered, including aircraft on loan to or owned by an Aero Club, for transportation on land, water, or in the air, expressly for Government use. This includes MAC categories B and M air travel performed under MAC contract and/or direction.

MAC

Military Airlift Command.

Mileage Allowance

A rate per mile allowed instead of the actual expenses of operation of a privately owned conveyance.

MSC

Military Sealift Command.

Official duty station (Permanent Duty Station)

Is defined as the designated post of duty or official station, the limits of which are the corporate limits of the city or town in which the employee is stationed. If not stationed in an incorporated city or town, the official station is the reservation, station, or established area, or, in the case of large reservations, the established subdivision thereof having definite boundaries within which the permanent duty station is located.

Overseas

Outside the Continental United States.

Per diem

A daily allowance paid incident to official travel. Per diem covers lodging, meals and incidental expenses.

Port call

A date and place for overseas departure to or from an overseas post specified in travel orders.

Privately owned conveyance

For the purpose of mileage reimbursement, a privately owned conveyance is any aircraft, automobile, or motorcycle used by a traveler to perform official travel which:

- a.* is either owned by or on loan to the traveler, or
- b.* has been hired or rented by the traveler, but its use as a special conveyance has not been authorized or approved.

A common carrier, or a conveyance owned by the Government, is not considered to be a privately owned conveyance.

Reimbursement

The amount due you, based on your travel claim voucher, subject to authorizations and applicable limitations and conditions of a travel order, as computed by an authorized official.

Special conveyance

A rented or hired automobile, aircraft or boat used for official travel. A special conveyance cannot be hired from another employee or members of his family, if such hire is made because of personal or official relationship.

Temporary Duty (TDY)

Duty at one or more locations away from the permanent duty station.

Transportation request

A written request (Standard Form 1169) of the United States Government issued by a Transportation Officer, or his agent, upon presentation of travel orders. It is used to obtain transportation, accommodations, or other services from a common carrier that are chargeable to the Government,

Travel claim vouchers

A prescribed form you prepare to claim amounts due you after you have completed authorized travel (DD Form 1351-2).

Travel order (TO)

Authorization in writing for official travel authenticated by a travel order issuing official.

Travel status

The allowable period of time from the beginning to the ending of official travel. This includes incidental waiting time en route for transportation connections and delays en route beyond your control.

United States (US)

The 50 States, District of Columbia, territories and possessions.

Usual mode of transportation

A mode authorized, required, or furnished by the Government. It is the most practical way travel can be performed. It includes transportation facilities that are available for travel by the most direct, usually traveled route between points of official travel. A privately owned conveyance is included in this definition when it is the only satisfactory mode of transportation available or when such use is determined advantageous to the Government.

Section III**Special Abbreviations and Terms**

There are no entries in this section.

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